
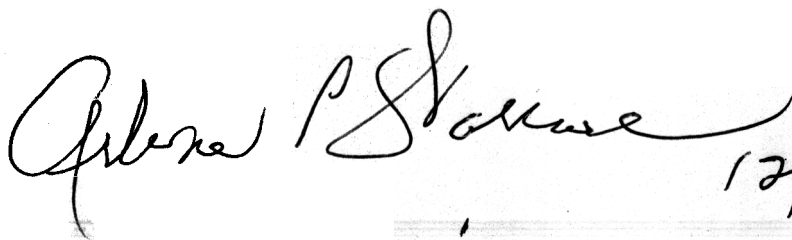


MANAGEMENT CONTROL EVALUATION CERTIFICATION STATEMENT		1. REGULATION NUMBER AR 215-1
For use of this form, see AR 11-2; the proponent agency is ASA(FM).		2. DATE OF REGULATION 24 Oct 2006
3. ASSESSABLE UNIT Directorate of Morale, Welfare, and Recreation		
4. FUNCTION Frame & Craft Shop, Sales Accountability for Resale Operations		
5. METHOD OF EVALUATION <i>(Check one)</i>		
X	a. CHECKLIST	b. ALTERNATIVE METHOD <i>(Indicate method)</i>
	APPENDIX <i>(Enter appropriate letter)</i>	
6. EVALUATION CONDUCTED BY		
a. NAME (Last, First, MI) Wallace, Arlene P.		b. DATE OF EVALUATION 15 Dec 2006
7. REMARKS <i>(Continue on reverse or use additional sheets of plain paper)</i> Key management controls were tested by direct observation, file/documentation review, and sampling. No material weaknesses were found during this evaluation period.		
8. CERTIFICATION		
I certify that the key management controls in this function have been evaluated in accordance with provisions of AR 11-2, Army Management Control Process. I also certify that corrective action has been initiated to resolve any deficiencies detected. These deficiencies and corrective actions <i>(if any)</i> are described above or in attached documentation. This certification statement and any supporting documentation will be retained on file subject to audit/inspection until superseded by a subsequent management control evaluation.		
a. ASSESSABLE UNIT MANAGER		
(1) Typed Name and Title Paul A. Heilman Director of Morale, Welfare, and Recreation		b. DATE CERTIFIED <div style="font-size: 1.5em; font-family: cursive;">19 Dec 06</div>
(2) Signature 		

E - SALES ACCOUNTABILITY TESTS FOR OTHER RESALE OPERATIONS

- | | YES | NO |
|--|----------|----------|
| 1. Were sales accountability tests conducted in accordance with guidance in AR 215-1, App G? | <u>X</u> | |
| 2. Were inventories performed in accordance with guidance in AR 215-1, App G and DOD 7000.14-R, Volume 13, August 1994? | <u>X</u> | |
| Did the activity manager or designee conduct or supervise month-end physical inventories? <u>Maintained electronically-physical count Done once a year.</u> | | <u>X</u> |
| Was the DA Form 1759 (Property/Merchandise Inventory) prepared in the same sequence in which the merchandise was stored or arranged for display? | | |
| If stock record cards (DA Form 1991) were maintained was the DA Form 1759 prepared by the organization maintaining the stock record cards? <u>Inventory maintained by Rec Trac</u> | | <u>X</u> |
| If automated inventory records were maintained, did the central accounting office prepare the inventory listing? | <u>X</u> | |
| If inventory records were not maintained, was the DA Form 1759 prepared by the activity manager before the physical count was taken? <u>See above - inventory maintained by Rec Trac</u> | n/a | |
| Were cutoff dates for sales, issues, returns, adjustments, and transfers between departments established so that inventory lists would accurately reflect all items of inventory? | <u>X</u> | |
| Were all items accurately counted? | <u>X</u> | |
| Were item counts recorded in ink on the DA Form 1759? | <u>X</u> | |
| If some items inventoried were not listed on the DA Form 1759, were the items subsequently added? | <u>X</u> | |
| Did at least two persons perform the inventory counts (one to count and one to record?) | <u>X</u> | |
| If corrections were made to the recorded counts, were the incorrect figures lined out, the correct figures inserted, and the corrections initialed by at least two people? | <u>X</u> | |
| Were inventory counts reconciled to stock record cards, and were differences reconciled? <u>Entries are in Rec Trac not stock cards</u> | | <u>X</u> |

- | | YES | NO |
|--|----------|-----|
| Were stock record cards prepared for items not originally listed on DA Form 1759? <u>Yes entered into Rec Trac</u> | <u>X</u> | ___ |
| Were central accounting offices and activity managers given the results of the inventories? | <u>X</u> | ___ |
| 3. Were expected sales calculations properly and accurately performed? | <u>X</u> | ___ |
| Were quantities of inventoried items (by line item) for both the beginning and ending inventories accurately listed on the sales accountability test sheets? | | |
| In case of manual computations, were the calculations validated, in cases of numerous computations, did the activity manager spot check to ensure that the expected sales were accurately computed? <u>All sales entered in Rec Trac</u> | n/a | |
| Were accurate retail prices used to determine expected sales revenue? | <u>X</u> | |
| 4. Were actual sales figures reliable? | | |
| Were operations adequately monitored to ensure that receipts were issued for all sales? | | |
| Were operations adequately monitored to ensure that sales were recorded and the cash register clerks recorded receipts at the time of sale? | <u>X</u> | |
| Were separate cash register keys used to identify sales by categories? | <u>X</u> | |
| Did the amount of actual sales recorded on the sales accountability test sheets accurately reflect the documented sales receipts? | | |
| 5. Were expected sales compared to actual sales, and were significant variances investigated and documented? | | |
| 6. Were the sales accountability test sheets signed by the person verifying the results? | | |
| 7. Do managers review results of the sales accountability tests and take action, as required, based on the results? | <u>X</u> | |

 12/15/06